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6 AUG 1968

DD / S REGISTER

FILE

Personnel 15

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Recruitment in "Denied" Colleges
and Universities

1. This memorandum submits a recommendation for your approval; the recommendation is contained in paragraph 5.

2. We have given much thought to the various means whereby our Professional Recruiters may identify candidates and arrange for interviews at those major colleges and universities where, because of actual or potential opposition, we will not make publicized Agency recruitment visits. In summary, the Recruiter's approach to the "denied" school will be along the following lines:

a. Early in the academic year the Recruiter will make an unpublicized visit to the campus. He will talk with Placement officials and with faculty members in departments of particular interest, informing them of Agency employment opportunities. He will solicit their cooperation in identifying qualified students and in encouraging them to submit our "Screening Brochure" (Tab A). In addition, he will request that our "Flier" (Tab B) be displayed on departmental bulletin boards and will leave a supply of brochures at the Placement Office.

b. In the early fall he will place an advertisement in the campus newspaper (Tab C), inviting interested students to complete our resume and forward it for consideration.

c. He will screen the incoming resumes, rejecting those who appear marginal or unqualified, and inviting those whose qualifications appear of interest to call him (collect) to arrange an interview.

3. In some instances it will be feasible to conduct interviews in or near the city where the school is located. In others it will be necessary or advisable to schedule the interviews in another city, for example:

GROUP 1 Excluded from automatic downgrading and declassification

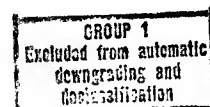
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<u>School</u>	<u>Interview at</u>
University of Indiana (Bloomington)	Indianapolis (@100 miles round trip)
University of Iowa (Iowa City)	Davenport (@120 miles round trip)
Brown University (Providence)	Boston (@80 miles round trip)
University of California at Santa Barbara	Los Angeles (@160 miles round trip)
Princeton (Princeton, N. J.)	Philadelphia (@80 miles round trip)
Michigan State University (East Lansing)	Ann Arbor (@100 miles round trip)
University of Colorado (Boulder)	Denver (@80 miles round trip)
University of Connecticut (Storrs)	New Haven (@100 miles round trip)

If the candidate is asked to go to another city for interview, the Recruiter should be able to reimburse him for the travel involved. A fair rate would be the cost of round trip common carrier or, if driving, 8 cents per mile.

4. The brochure, flier and advertisement have been approved. The remaining action required is authorization for Recruiters to reimburse the applicant for travel when conditions on campus require that he go to another city for interview. Reimbursement would be made from the Recruiter's Continuing Advance Account (144.3 Account), supported by a petty cash voucher. It is estimated that the total cost involved in Fiscal Year 1969 would not exceed \$2500. Because of the pre-screening of resumes, only serious candidates would be seen and much of the cost would be offset by more efficient use of Recruiter time. The necessary funds are available.


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5. I recommend that the Professional Recruiters be authorized to pay reimbursement for applicant travel, under the circumstances and within the limits described in paragraphs 3 and 4 above.

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Robert S. Wattles
Director of Personnel

Atts

The recommendation contained in paragraph 5 is approved.

★ SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

09 AUG 1968

Date

Distribution:

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★ SEE NOTE ON
TAB "C"

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Approved For Release 2003/04/29 : CIA-RDP84-00780R002300180063-1

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